



The Clark County Department  
Of Aviation, Las Vegas, Nevada  
Is Seeking An Astute  
Professional To Become  
The Assistant Director, Finance



## A UNIQUE OPPORTUNITY

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Picture yourself in a spacious office overlooking the McCarran International Airport runways and the spectacular lights of nearby Las Vegas Boulevard while helping to ensure the success of the world's 11<sup>th</sup> busiest airport. If you have an astute understanding of the bond market, a passion for excellence and highly relevant training and education, this is the perfect opportunity for you. As an added bonus, Nevada has no state income tax.

## THE COMMUNITY

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Meaning "the meadows", Las Vegas is surrounded by mountains and desert, providing spectacular scenery and a warm climate. Ranked by *Forbes Magazine* as the third "Best Place For Business and Careers," Clark County and the cities within the county (Las Vegas, Henderson, North Las Vegas, Boulder City, Mesquite) constitute a progressive community with a strong financial base and one of the lowest cost-of-living and tax environments in the United States. Within the past few years, Las Vegas was dubbed "Most Livable Big City in America" by the *Federal Reserve Bank of St. Louis*, and the "Best Economic Growth Climate" by *Inc. magazine*. Tree-lined streets, creative parks and abundant pedestrian/bicycle trails make residential living in the area comfortable and pleasant in a variety of neighborhoods that are very affordably priced.

Clark County residents have ready access to a variety of nearby recreational offerings, from water sports at Hoover Dam, Lake Mead, and the Colorado River to skiing, hiking and camping in the Red Rock Canyon, Valley of Fire, and at Mt. Charleston. California beaches and coastal communities are approximately a four-hour drive from Las Vegas, as is the Grand Canyon. Locally, enjoy excellent

golfing facilities and competitive sports. For those preferring the arts and cultural activities, county residents enjoy concerts, theatre and related events



sponsored by the University of Nevada-Las Vegas Performing Arts Center, the Nevada Symphony and other entities.

With a population of 1.6 million, Clark County is one of the fastest growing counties in the United States, with a projected population exceeding two million in the next ten years. The cities of Las Vegas, Henderson, North Las Vegas, Boulder and Mesquite have approximate populations of 550,000, 225,000, 140,000, 15,000 and 13,500 respectively. The county embraces this growth responsibly and strives to provide open, accessible government and high quality services to its residents. As a result of expansion, Clark County has become a diverse community, both culturally and ethnically. Congregations of 63 faiths and over 500 places of worship are found in the city. The Clark County School District has an enrollment of over 230,000 students, many participating in year-round scholastic schedules. Optimal teacher-to-pupil ratios exist in many of the district's schools, while high scholastic achievement is very common at numerous school locations. Institutions of higher learning include the University of Nevada-Las Vegas, the Community College of Southern Nevada, the Desert Research Institute, and the University of Nevada Medical School.

Entertainment and gaming are a large part of the history and economy of Clark County. Over 36 million tourists visit the metropolitan community annually, bringing in \$31.6 billion in revenues to the state. Although still preeminent, the entertainment and gaming industries and destination resorts share the stage with cultural, social, educational, and community amenities of this very unique, modern American county. The metro area has much to offer, and the emphasis on quality of life, citizen services, and well-managed growth all point to very attractive living and working environments.

## COUNTY GOVERNMENT

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Clark County is governed by seven commissioners who are elected on a district basis. The Commission appoints a County Manager who, in turn, appoints various department directors, except those who are elected or appointed directly by the Commission. Clark County employs approximately 9,420 employees and operates with a budget of more than \$3.9 billion. The county has inter-local agreements with the cities of Henderson, Las Vegas, North Las Vegas and Boulder City for joint water, transportation, library and solid waste services. Police services in Las Vegas are provided by the Las Vegas Metropolitan Police Department, a jointly supported venture of the City of Las Vegas and Clark County, led by an elected Sheriff.

## DEPARTMENT OF AVIATION AND FINANCIAL SERVICES DIVISION

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The Clark County Department of Aviation (CCDOA) operates six airports including McCarran International, plus two general reliever facilities (Henderson and North Las Vegas) and three general aviation

airports (Jean, Overton and Searchlight). Nearly one-half of all Las Vegas area annual visitors arrive by air. McCarran is very fortunate in having a diverse group of airlines that serve the facility, including all major airlines and several smaller carriers.

McCarran International Airport is a major origin and destination (O&D) facility, second only to Los Angeles International Airport in the U.S. In terms of overall activity, McCarran's 36 million passengers annually place it 7<sup>th</sup> in North America and 11<sup>th</sup> in the world. Between 1991 and 2002, passenger traffic increased 74%. For every 10,000 hotel rooms that open in Las Vegas, 3.5 million passengers use McCarran annually—that is 350 more travelers for each new room. During the 1990's, several 3,000-plus-room mega resorts opened their doors, not to mention numerous smaller facilities.

In 2000, airport and county officials embarked on a bold, visionary course known as "Vision 2020" to keep pace with current activity and anticipated growth. These planned initiatives include:

- Ten-gate addition to the D Gate Satellite Concourse
- Construction of Terminal 3, a 14-gate stand-alone facility
- Construction of an off-site 80,000 to 90,000 square-foot consolidated rental car facility
- Construction of the final wing at the D-Concourse adding eight gates to help the airport accommodate its eventual limit of 55 million passengers annually
- Feasibility study of a second major passenger airport 40 miles southwest of Las Vegas, with a planned opening in 2015 on a 6,600-acre site

The Department of Aviation operates on a self-supporting basis as an enterprise operation with a total FY03-04 budget of \$288M, including an operating budget of \$135M. Principal revenue sources include: airline rates and charges (\$91M), concessions (\$66M), leases (\$17M), gaming

revenues (\$31M), advertising (\$10M), Passenger Facility charges (\$47M), Jet A Fuel (\$8M), and Reliever Airports (\$4M). Additionally, Federal subsidies are \$22M. Airport administrative offices are located at McCarran and the Assistant Director's spacious office overlooks the tarmac/runway and the lights and skyline of major tourist attractions.

The Assistant Director, Finance oversees 80 staff members in four sections. The four sections are: Budget/Purchasing Services (27 staff); Fiscal Services/Accounting (18 staff); Internal Auditing (12 staff); and Commercial/Business Development (20 staff), plus three additional support staff positions. The Assistant Director reports to the Deputy Director of Aviation who reports to the Director of Aviation. The Director is accountable to the County Manager. Other divisions in the Department of Aviation are Information Technology, Airside Operations, Landside Operations, Facilities, Terminal Operations, Planning/Construction and Public Agencies (i.e. Fire Department and Metro Police).

## CHALLENGES, ISSUES AND PRIORITIES FOR THE FINANCIAL SERVICES DIVISION

The Assistant Director, Finance is an integral member of the management team and thus has a voice in nearly all airport operations and in the establishment of CCDOA performance measures. The Assistant Director plays a key role in strategic planning, financial forecasting, and creative financing and is instrumental in interacting with bond counsel, investment bankers, rating agencies and trade organizations.

The Director and Deputy Director have identified the following additional priorities that will require the energy, expertise and commitment of the new Assistant Director:



- Develop short-term and long-term financing plan and funding strategies
- Oversee the development and monitoring of the annual budget
- Oversee concession and transportation contracts
- Interact with the trade and commerce community locally and nationally to help ensure the success of CCDOA
- Play a lead role in developing strategies and negotiating rates and charges assessed to airlines
- Participate in airline space lease negotiations
- Serve as an effective advocate to influence outcomes beneficial to the CCDOA
- Select a new confidential Administrative Secretary

## THE IDEAL CANDIDATE

The ideal candidate is an astute leader and an assertive team player with a global orientation, who has at least a bachelor's degree and substantial relevant experience. Excellent management and communication skills are essential, along with experience in bond financing and debt management. CPA experience is preferred, as are a strong accounting background, a degree in business, economics or accounting and a sound understanding of the bond market.

In addition to the requirements described above, the CCDOA executive team has indicated that the "ideal candidate" will possess the following characteristics, competencies and style:



- High level of integrity
- Ability to coach and develop staff
- Loyal and willing to be held accountable and to hold staff accountable without being a micromanager
- Positive, can-do attitude and passion for excellence
- Ability to work calmly and effectively in sensitive or stressful situations
- Positive blend of assertiveness, coupled with a collaborative orientation
- Outstanding work ethic and high degree of energy
- Personable, approachable and a good listener with a sense of humor
- Creative and entrepreneurial
- Politically astute without being political and maintains confidentiality
- Strategic orientation and sound planning skills
- Knowledge of airport operations and enterprise accounting
- Well-honed negotiating skills
- Excellent oral and written communication skills
- Strong advocacy skills and ability to exert influence positively with stakeholders and build personal and organizational credibility within the community
- Comfortable and competent in a union environment
- Values diversity in the workforce

## COMPENSATION AND BENEFITS

The salary range for this position is \$72,663 to \$112,630. The county also offers an attractive benefit package with the following elements:

- Employer paid Nevada PERS retirement, with vesting after five years.
- Generous leave allowances (vacation, 12 paid holidays, sick leave with sell-back option).
- \$25,000 life insurance policy paid by the county with an option to purchase more.
- Health, dental and vision insurance (county pays 90% to 96.5% of plan costs for employee and family).
- County-paid long-term disability insurance.
- Flexible 125 "cafeteria" plan for pretax payroll deductions for certain expenses.
- Severance pay of up to six weeks, based on years of service.
- Clark County employees do not participate in Social Security, except for the minimal Medicare contribution.
- There is no state income tax in Nevada.
- Up to \$5,000 relocation bonus.

## APPLICATION AND SELECTION PROCEDURE

To be considered for this rewarding career opportunity in a dynamic and unique setting, please submit your resume, list of three work-related references and indication of current salary by **Friday, December 5, 2003**. Resume should reflect both years and months of positions held, as well as size of staff and budgets you have managed. Forward your materials to David Harris at:



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 The logo for CPS Human Resource Services features a stylized blue diamond icon to the left of the text. "CPS" is in a large, bold, serif font, and "Human Resource Services" is in a smaller, all-caps, sans-serif font below it.
   
FOR PUBLIC AGENCIES

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Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant credentials will be invited to participate in a preliminary screening interview with the consultants in mid to late December. The CCDOA will then select semi-finalists to participate in on-site interviews in mid January. An appointment is expected in late January, after follow-up interviews with finalists and extensive reference/background checks to be coordinated with the candidates. For additional information about this opportunity, please contact Mr. Harris.

Visit the McCarran website at:  
[www.mccarran.com](http://www.mccarran.com)

The CCDOA is an  
 Equal Opportunity Employer.

